

October 1, 2003

I. CALL TO ORDER

Personnel Committee Chairperson, Charlene Harris, called a Personnel Committee of the Whole Meeting of the School Committee to order in the conference room at 181 Washington Street at 7:05 p.m., to discuss the 2003-2004 school organization and to review the evaluation instrument for the Superintendent of Schools.

II. ROLL CALL

Present were Ms. Cardoso, Ms. Harris, Ms. Bauer, Mr. Sullivan, Ms. Taylor, Ms. Murray and Ms. Rossetti.

Mayor Gay and Alderman O'Donovan were absent.
(Committee member Ms. Murray left @ 8:25 p.m.)

Also present were Dr. Albert F. Argenziano, Superintendent of Schools, Mr. Anthony C. Caliri, Human Resources Manager, and one member of the audience.

III. 2003-2004 School Organization

Mr. Caliri, Human Resources Manager, brought committee members up to date on the work that has been done since his closing date of September 19, 2003 concerning the 2003-2004 school organization. He referred to certain pages of the staff organization and discussed the changes that took place and the how these changes came about. The Superintendent distributed a handout listing the summary of changes from the 2002-2003 to 2003-2004 school years. He went over the information with the committee and then welcomed any questions or comments. Lengthy discussion followed and both Mr. Caliri and Dr. Argenziano responded to questions and concerns some members had. Dr. Argenziano also distributed to members the September 29, 2003 School Enrollment Tally and explained in detail the enrollment chart - by school, grade and totals. Much discussion followed leading Dr. Argenziano to provide material with information relative to the Somerville High School 2003-2004 student/teacher ratio by department. The Superintendent referred to these sheets to better help the committee understand the figures provided. After discussion, Ms. Rossetti made a request to have the summary of changes 2002-2003 to 2003-2004 information included in the Somerville Public Schools Fiscal Year 2004 budget book. Ms. Murray also suggested having the information posted on the website with a short narrative explaining the figures so it would be easy for the viewer to understand the information provided.

IV. Review of the Evaluation Instrument for the Superintendent of Schools

Chairman Harris advised that it is the committee's intent, tonight, to discuss and finalize a format for a new performance evaluation instrument for the Superintendent of Schools Annual Evaluation. Dr. Argenziano provided to members a draft copy of the Superintendent of Schools Performance Appraisal, for discussion. Ms. Harris asked if any members would also like to submit a form for discussion. There were none. Dr. Argenziano then proceeded to go over the draft Superintendent of Schools Performance Appraisal. He briefly summarized each page which

IV. Review of the Evaluation Instrument for the Superintendent of Schools (cont.)

included: Purpose
Part 1 – Goals and Objectives
Part 2 – Summary of Results
Part 3 – Overall Performance Assessment
Part 4 – Development Planning

When the Superintendent finished explaining the outline of the draft form, Ms. Harris asked school committee members for their input. Discussion followed.

It was decided three changes would be made to the draft form presented this evening.

- ✓ Overall Performance Assessment would be moved to page one, under Purpose
- ✓ Seven categories (using the 2002 evaluation tool) would be added, with space for comments under each section.
- ✓ The quotations around the word “how” (Summary of Results) would be taken out

MOTION: Ms. Taylor made a motion, seconded by Ms. Bauer, to develop an assessment tool for the Superintendent of Schools Performance Appraisal based on the recommendations of tonight’s meeting.

The motion was approved by voice vote.

Members discussed future dates to be scheduled concerning the completion of the Annual Review of the Superintendent of Schools. The following will take place:

Monday, October 6, 2003: School Committee receives total packet of information regarding the performance evaluation of the Superintendent of Schools.

Friday, November 7, 2003: School Committee members return completed evaluation of Superintendent of Schools to Charlene Harris, Chairman of the Personnel Subcommittee.

Wednesday, November 19, 2003: Personnel Subcommittee of the Whole to discuss the annual review of the Superintendent of Schools.

Wednesday, December 3, 2003: Executive Session of the Somerville School Committee to discuss the annual review and compensation of the Superintendent of Schools.

Before adjourning, separate from the Personnel Subcommittee Meetings, another date scheduled was the Bi-Annual Awards Ceremony – Monday, November 24, 2003 at 7:00 p.m. in the auditorium at Somerville High School.

V. ADJOURNMENT

The meeting was adjourned at 9:00 p.m., by voice vote.

Dr. Albert F. Argenziano
Secretary